

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice CN-901**

**For:** Cotton State and County Offices

**1999 National Cotton PC Training Meeting**

**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Overview**

**A**

**Background**

The 1999 National Cotton PC Training meeting will be:

- in Charleston, South Carolina
- September 21 and 22, 1999.

Topics covered at this training session will include:

- installation of cotton PC emulator boards
  - setup of the new cotton PC's
  - Cotton PC Software
  - changes to 23-CN
  - the Cotton Online Processing System (COPS).
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**B**

**Purpose**

This notice provides:

- the scheduled dates and times of the training session
  - information about hotel accommodations and transportation
  - travel authorization information for attendees from each State.
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**Disposal Date**

December 1, 1999

**Distribution**

Cotton State Offices; State Offices relay to  
applicable County Offices

## Notice CN-901

### 2 Training Schedule and Participants

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#### A

##### Training Dates

The training session will begin **Tuesday, September 21, 1999, at 1 p.m.**, and end **Wednesday, September 22, 1999, at 5 p.m.**

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#### B

##### State Participants

Because much of the training is technical in nature, it is recommended that the persons who will be setting up the cotton PC's attend this training. State Offices are authorized to send participants from each of the following States:

Alabama	Kansas	Oklahoma
Arizona	Louisiana	South Carolina
Arkansas	Mississippi	Tennessee
California	Missouri	Texas
Florida	New Mexico	Virginia
Georgia	North Carolina	

Travel will be paid out of Washington-controlled travel funds for 1 authorized attendee from each State.

Additional State and County Office employees may attend contingent on:

- the State paying travel and related expenses
  - space available at the training session
  - informing PSD immediately at 202-720-7696, of any additional attendees.
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### 3 Hotel and Travel Information

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#### A

##### Hotel Information

Participants shall make their own reservations directly with the:

**Westin Francis Marion  
387 King Street  
Charleston, South Carolina**

Reservations must be made by **COB September 1, 1999**. The hotel telephone number is 843-722-0600. Participants shall identify themselves as participants of the FSA National Cotton PC Training.

The daily room rate is \$95, plus tax, for a single room and must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

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### 3 Hotel and Travel Information (Continued)

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#### **B**

##### **Per Diem and Travel Authorization**

The per diem rate for Charleston, South Carolina, is \$137 a day (\$95 for lodging and \$42 for M&IE).

Each State and County Office employee attending must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does **not** constitute an approved travel authorization.

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

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#### **C**

##### **Special Needs**

Persons with special needs who require accommodations to attend or participate in this training shall contact the hotel and airlines.

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### 4 Action

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#### **A**

##### **State Office and Participant Action**

State Offices and participants shall take the following actions:

- by **COB Wednesday, September 1, 1999**, each State Office with participants attending this training shall FAX a list of attendees to **Sharon Rafter, PSD, at 202-690-3307**
  - by **COB Thursday, September 2, 1999**, participants shall register directly with the Westin Francis Marion
  - each participant shall complete SF-182, according to 6-PM, to document this training.
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